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Office Memorandum • UNITED STATES GOVERNMENT

TO : Section Chiefs - B/Ca

DATE: 6 February 1951

FROM : Chief - B/Ca

SUBJECT: New reference line for all maps produced by the Cartography Branch

1. Effective immediately the following reference line is to be used on all maps produced by the Branch, e.g.:

10000 CIA, 2-51

This reference line applies to all maps irrespective of classification and eliminates all reference to the Division as previously used.

2. Effective immediately, the term "Map Division" will be replaced by "Geographic Division".

3. As a general policy, subject to the final approval by the Chief, B/Ca, the following types of maps will normally be handled as unclassified: base maps, administrative maps and general terrain maps. Most other maps dealing with specific types of data will carry a classification of RESTRICTED or higher as needed. This general policy must be somewhat flexible but should be applied as a rule of thumb to restrict the number of "unclassified maps" being produced by the Branch.

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NO CHANGE IN CLASS
☒ DECLASSIFIED
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